



Department of Corrections
INFORMATIONAL BULLETIN

**Subject: REVISION TO CDC
FORM 850, DETAINER
SUMMARY**

Number: 01/12

Date Issued: July 25, 2001

The purpose of this Informational Bulletin is to officially announce the revision of the California Department of Corrections' (CDC) Form 850, Detainer Summary.

Effective upon receipt of this bulletin, CDC Form 850 (Rev 4/01) shall be utilized at all departmental facilities to record the actions taken for only one case/warrant number. If a document with two or more case/warrant numbers is received, a separate CDC Form 850 will be used for each number.

Instructions for sections of the revised CDC Form 850 should be noted:

- **POTENTIAL HWD:** If the detainer is believed to exist, the information shall be documented in this section. The initial contact and any subsequent follow-up shall be noted in the "Additional Information" space in this section.
- **ACTUAL HWD:** If a detainer exists, document the information in this section.
- **HWD ACTIONS BY CASE RECORDS STAFF:** Document actions taken by case records staff when the detainer is placed.
- **HWD ACTIONS BY HWD REVIEWER:** Document action taken by the HWD Reviewer in this section.
- **ADDITIONAL INFORMATION:** Record other pertinent information in the "Additional Information" space in each section. On the back of the form is space to record more extensive comments if necessary; note in the "Additional Information" space of the appropriate section if comments are continued on the back.

The CDC Form 850 shall be filed in the Detainer section of the central file in the order of the date received, with the most recent on top. When a detainer has been cancelled or the inmate goes out to court for proceedings on a detainer, a line shall be diagonally drawn across the form.



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The CDC Form 850 (Rev 4/01) will be printed on 8 ½" x 11", one page, two sided white bond paper available in quantities of 500 sets. This form is available and may be ordered from the San Quentin Warehouse on a CDC Form 1.

Please inform all persons concerned with the contents of this bulletin. Please direct any inquiries regarding this bulletin to Judy Jasso, Associate Governmental Program Analyst, Case Records, at (916) 324-3445.

RICK GRENZ, Chief
Regulation and Policy Management Branch
Office of Correctional Planning

Attachment